Canvas: Add additional email

869 Laurie Sherrod September 24, 2019 [Canvas](#)

Enter additional email account

1. Log in to Canvas.
2. Click on **Account**.
3. Click on **Settings**.
4. On right side of page, click on **+Email Address** (should have Clemson email address listed by default).
5. Enter **email address**.
6. Click on **Register Email**.
7. Click **OK Thanks** on the next screen that displays: **We emailed a confirmation link to ... Click the link in that email to finish registering. Make sure to check your spam box in case it got filtered**.
8. Go to email account and finish registering.

Change Notification Settings so Notifications are sent to new email

1. Click on **Account**.
2. Click on **Notifications**.
3. Select the Notification Preferences for the course activity in the columns under the email address on the right by clicking on the appropriate icon.

If you have more questions, email ITHELP@clemson.edu or call 864-656-3494

Online URL: https://hdkb.clemson.edu/phpkb/article.php?id=869